Event Policy
InterFaith Alliance of the Southwest (IFASW)
August 20, 2025

InterFaith Alliance of the Southwest
Event Policy

Purpose: To establish clear guidelines for the planning, organization, and execution of events hosted by IFASW. This policy aims to ensure that all events align with the organization's mission, values, and objectives while maintaining transparency, accountability, and ethical standards.

Scope: Applies to all events organized by IFASW, including but not limited to monthly meetings, conferences, workshops, webinars, seminars, fundraising activities, social gatherings, and other community events.

Event Objectives and Alignment

Mission-Driven Focus: All events must support IFASW's mission of fostering interfaith dialogue, promoting understanding among diverse faith communities, and advancing diversity education through collaboration and respect.

Clear Goals: The goals of each event should be clearly defined, measurable, and aligned with IFASW's objectives. These may include community outreach, education, fundraising, or promoting interfaith relationships.

Non-Profit Orientation: Events should be designed to further the public good, and any funds raised or expenses incurred should directly support IFASW's programs and initiatives. Profit generation for personal gain is prohibited.

Event Planning and Approval

Event Proposal: Ideas for events must be submitted to the IFASW Planning Team who will review, make further inquiries and decide whether IFASW will sponsor the event. For larger events, the proposal needs to also include objectives, target audience, detailed budget, and timeline.

Fundraising: If the event includes a fundraising component, the objectives and use of funds should be communicated clearly to all participants. All financial transactions must be transparent, and funds must be used solely for purposes that align with IFASW's mission.

Co-sponsoring Events: Other organizations whose mission aligns with IFASW may request IFASW to co-sponsor an event. The proposal will be reviewed by the Planning Team, and if they agree to move forward with co-sponsorship, approval will be sought from the Council for final validation.

Partnerships and Sponsorships: IFASW may seek partnerships or sponsorships to help fund or promote IFASW event, but all partners and sponsors must align with IFASW's values and mission. Sponsorship agreements must be reviewed and approved by IFASW Council to ensure no conflict of interest or ethical concerns.

Ethical Standards and Compliance

Inclusivity and Non-Discrimination: Events must be inclusive, welcoming people from all backgrounds, religions, and cultures. Discrimination of any kind, including on the basis of race, ethnicity, gender, religion, or ability, will not be tolerated.

Transparency and Accountability: All financial activities related to the event, including funds raised and expenses, should be recorded and made available for review. This ensures financial integrity and accountability to stakeholders.

Event Promotion and Communication

Marketing and Messaging: All promotional materials (e.g., flyers, social media posts, email campaigns) should clearly represent the event's purpose and IFASW's logo. Messaging should be accurate, transparent, and aligned with IFASW's values of respect and inclusivity.

Social Media and Public Relations: IFASW encourages the use of social media and other platforms to promote events, but all content should adhere to IFASW's standards of professionalism and inclusivity. Any public statements should reflect the organization's mission and values.

Event Execution and Monitoring

Staff and Volunteer Conduct: All Council/Advisory Group members, staff, volunteers, and participants are expected to conduct themselves in a way which promotes respect, integrity, and professionalism. Any behavior that undermines the organization's values will not be tolerated.

Health and Safety: The event must adhere to health and safety protocols, especially in light of any public health concerns. Emergency procedures, including first aid access, crowd control, and any special accommodations, should be clearly planned and communicated.

Sustainability and Environmental Impact

Eco-Friendly Practices: IFASW encourages the use of environmentally sustainable practices when organizing events, such as reducing waste, choosing eco-friendly materials, and utilizing digital alternatives wherever possible.

Confidentiality and Privacy

Data Protection: Personal data collected from event participants must be protected in compliance with applicable data protection laws.

Confidentiality: Any sensitive information shared during or related to an event, including financial details, participant data, and strategic plans, should be kept confidential unless otherwise agreed upon.

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